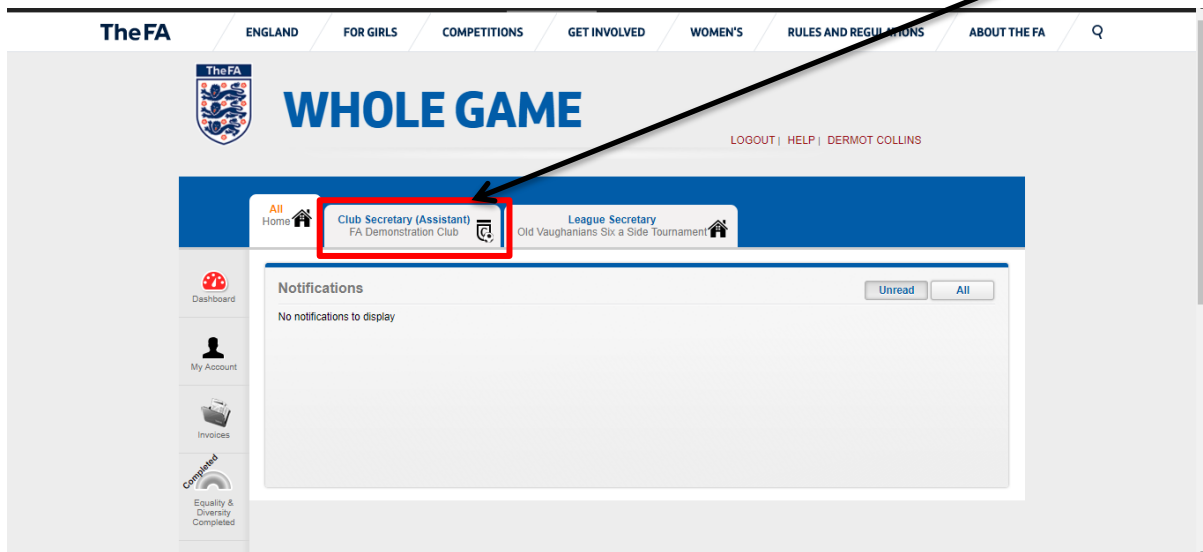
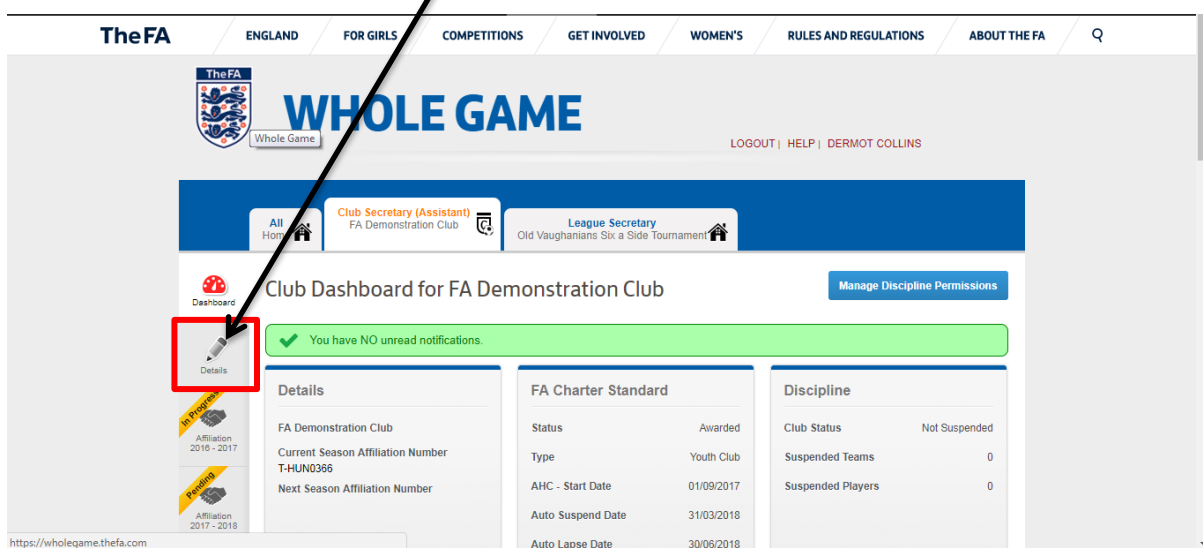


Step by Step Guide for adding your Club Profile

Firstly log into your WGS Portal account & click on the Club Secretary/Club Chairman tab.



On the next screen – click on the details icon on the left hand side



Now click on the club profile arrow. A text box will appear and you will have 1150 characters to tell potential players or parents about your club.

The screenshot shows the TheFA website interface. At the top, there is a navigation bar with the following tabs: ENGLAND, FOR GIRLS, COMPETITIONS, GET INVOLVED, WOMEN'S, RULES AND REGULATIONS, and ABOUT THE FA. A search icon is located on the right side of the navigation bar. On the left side, there is a vertical sidebar with several menu items: Available (with a green arrow), CS Annual Health Check, Safeguarding, Player Registration, Data Cleansing, Discipline, Matches, and Club Officials. The main content area is divided into several sections. The 'Affiliations' section shows 'County' as 'Huntingdonshire FA'. The 'Teams' section shows '8 teams'. The 'Grounds' section shows 'Main Ground' as 'UCL SPORTS GROUND'. The 'Club Profile' section is highlighted with a red rectangle and has a dropdown arrow. To the right of these sections, there are two more sections: 'Key Officials' and 'FA Charter Standard'. The 'Key Officials' section lists: Chairman (Lauren O'Sullivan), Secretary (Danny McConnell), Treasurer (None), and Welfare Officer (Danny McConnell). The 'FA Charter Standard' section lists: Charter Standard Status (Awarded), Charter Standard Type (Youth Club), and Linked Clubs (Test - Kent - Club).

This information will then be visible on the 'Play Football' Search Tool.